

DANCE DISPLAY TERMS & CONDITIONS

Event Name: NORMANTON GALA

Event Date: SUNDAY 15TH SEPTEMBER 2024

Event Location: HAW HILL PARK, CASTLEFORD ROAD, NORMANTON, WF6 2HG

Performance Times: 10:00am, 10:30am, 11:00am, 11:30am, 12:00pm, 12:30pm, 13:00pm, 13:30pm, 14:00pm, 14:30pm.

Number of Performance Slots Available:

There will be a maximum of TEN performance slots available from 10.00am until 14.30pm.

Each Dance Display will be allocated 30 minutes, and this will include the time taken to enter the arena, set up any equipment and leave after your performance.

What will be Provided:

The Town Council will provide a marked-out arena measuring approximately 30m x 50m.

We will provide a sound system with speakers, laptop, mixing desk etc.

How to Apply:

Applications will be taken on our website or via a paper application form available from the Town Council Office.

All applications must be received by 5pm on **Friday 21st June 2024** – this includes the application form and all supporting information.

All applications will be considered against our criteria which is set out below.

All applications must be submitted by someone involved with the group in a position of authority over the age of 18.

Normanton Town Council reserves the right to decline any application without stating a reason, and its decision shall be final.

If your application is not successful, you may be added to a waiting list to be offered a slot if someone declines their offer.

Applicants will be notified as soon as possible, as to the success of their application.

Selection Criteria:

The purpose of this event is to offer an opportunity for local dance, cheerleading and performance groups to showcase their talents.

Preference will be given to local groups from the Normanton and Altofts area.

Normanton Town Council will operate a fair and open application procedure and the following criteria will be used to assess each application.

- Locality – Organisations from Normanton and Altofts are our priority.
- Previous Performance at Town Council Events – Consideration will not be given to applications from organisations who have previously operated contrary to our terms and conditions.
- Supporting Evidence – We welcome any supporting evidence from new organisations. A link to your website or Facebook page would help.

Payment of Fees:

Normanton Town Council will make a payment of £100.00 to each organisation who registers and performs.

Failure to abide by the terms and conditions may result in forfeiture of the agreed fee.

Your bank details will be requested by the office at a later stage.

Performance Restrictions:

You must ensure that any music used is suitable for a family audience.

Music used must be the 'radio edit' and not contain any foul language.

We understand that you may wish to enhance your performance by using coloured powder, confetti, or streamers.

Any enhancements of this nature must be biodegradable and non-toxic to the animals and children who will be on the site.

Any enhancements must not cause any long-term damage to the performance area.

If streamers are used, then they **MUST** be collected and properly disposed of after your performance and not left on the field.

The release of Balloons, Chinese lanterns and floating candles is prohibited. The use of non-Biodegradable confetti is prohibited.

Flames and smoke are not permitted during the performance.

Music:

Music should be provided in MP3 format on a memory stick.

Music cannot be played using mobile phones.

Your music should be ready to play in the correct order with clear instructions written down for the sound technician.

Confirmation of Booking:

Once we have received your application, we may contact you to request further information.

Once your application has been accepted, you will receive written confirmation.

Cancellation of Booking:

If you decide to withdraw your application prior to it being considered, you must notify the Town Council as soon as possible.

If your application is approved and you are not able to proceed, you must notify the Town Council as soon as possible so that it can be offered to someone else.

Subletting:

Subletting of performance slots is not permitted – if you cannot attend the event, you must notify the Town Council.

Cancellation of Event:

In the unlikely event that the Town Council cancels the event, the Town Council will make all reasonable attempts to contact those involved.

It may not be possible to contact everyone directly so please keep an eye on our Facebook page for important updates.

Insurance:

All organisations must have an active insurance policy which includes Public Liability Insurance.

A copy of this policy must be provided to the Town Council with your application. If your insurance is due to renew close to the event date, please send your current policy with your application.

Please DO NOT send Employers Liability – we require Public Liability.

Normanton Town Council accepts no liability for any loss, damage, or injury in connection with the event. In applying to perform at this event, you indemnify the Council against any such claims.

Damages:

Any damage caused by the organisation, their agents, employees, children, or family members, to the event venue or equipment provided to them, remains the responsibility of the performer and must be paid for in full. Failure to pay for damage may result in you not being permitted to attend the event in the future.

Losses:

Normanton Town Council accepts no responsibility or liability for financial losses incurred by the performers for any loss or damage to their equipment, goods or personal belongings or any injury to themselves or employees working for them.

Organisations are responsible for the setting up and removal of their own structures and for any losses, damage or injury arising or resulting from its use.

Health & Safety:

You must ensure that you are insured for the activity that you are providing.

You must provide a risk assessment for the activity.

Access Arrangements on the Day of the Event:

Vehicular access to the site will be provided from Haw Hill View at a designated entry point.

You will be directed to your pitch or parking space and must proceed at a slow pace of no more than 5mph.

You must be aware of hazards including pedestrians and animals on site.

Vehicles must not drive on the walking track.

You must unload your equipment and move your vehicle off the field.

Organisations will set up on their allocated pitch as instructed by event staff. No changes are permitted unless authorised by Normanton Town Council.

The organiser reserves the right to vary the layout and positioning of stands/spaces, if in their opinion, such an amendment is in the best interests of the event.

Vehicles on Site:

You should be aware that your vehicle may be blocked in, and you may not be able to leave site until the end of the event.

If access to your vehicle is important then you should consider parking off site. There is free parking in the Town Centre WMDC car parks.

Vehicle movement must cease while the event is underway between the hours of 10.00am and 4.00pm.

Security:

The Town Council accepts no responsibility or liability for the security of individual stands, stock, or personal belongings.

Disposal of Waste:

The Town Council does not accept responsibility for the disposal of trade waste of any kind.

Disposal and recycling of waste is solely the responsibility of the organisation.

Litter bins are provided around the event for the use of the public, to keep the venue tidy.

Noise:

The Council reserves the right to curtail or reduce any unauthorised noise created. PA systems are not permitted.

Water:

There is no drinking water available on site. You should bring all your water with you in portable containers/bottles.

Fire:

There is no firefighting equipment on site – in the event of a fire, please raise the alarm, call the fire brigade, and notify the Town Council.

Dogs and Pets:

This is a community event in an open space so it is entirely possible that dogs will be on site.

The field will be inspected for hazards prior to the event commencing and any waste cleared away.

All dog owners must clean up after their animals. A supply of bags will be available at the stage, should dog fouling be present.

Smoking:

Organisations must not smoke inside the arena or within any covered or enclosed space.

Toilets:

Several toilets are provided at this event however there are no specific performer toilets.

Performers will have to queue to use the facilities. Whilst hand sanitiser is provided in the toilets, it is recommended that you bring your own to ensure availability on the day.

First Aid:

There will be a first aid presence on the field for the duration of the event.

Please see a member of the team if you require first aid during the event.

Publicity:

The organiser reserves the right to film and take photographs of the event for promotional purposes.

As this is a public event, you must ensure that everyone involved in your performance has photography consent and that they are not put at risk by photos being taken.

The Town Council will primarily use its website, Facebook page and twitter account to promote this event alongside traditional media including local publications where appropriate.

A Gala Programme will be available and sent to each performer in advance of the event.

Coronavirus:

This event is subject to cancellation at short notice in the event of a national lockdown, local outbreak, or other restrictions.

If this should happen, it will be announced on our social media channels.